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Data Protection Impact Assessment

Document Management

Revision History

Version	Date	Summary of Changes

Reviewers

This document must be reviewed by the following people:

Reviewer name	Title / Responsibility	Date	Version

Approved by

This document must be approved by the following people:

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Document Control:

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1. How to use this Document

This document is part of a suite of documents to support Information Asset Owners (IAOs) in completion of Data Protection Impact Assessments (DPIAs) for the assets they own. This is the third document in the suite. Accompanying documents (Screening Questionnaire and Guidance Notes) can be found here:

<http://teams2/sites/IGPG/Useful%20Tools/Forms/AllItems.aspx?RootFolder=%2Fsites%2FIGPG%2FUseful%20Tools%2FTemplates&FolderCTID=0x01200005E2C33E5E36524AAB1D7DA3151E3268&View=%7BE20FDCA0-3451-489E-B0EE-702A7947C9F6>

2. Consultation with Stakeholders

Evidence:

3. Description of the Processing

Notes:

4. Audience

Notes:

5. Data Protection Impact Assessment Questions

5.1. Name of Stakeholder Group, Date Consulted and How Consulted

Evidence:

5.2. Is there a clear legal basis for the processing (collection, analysis or disclosure) of personal data?

Evidence:

5.3. Are individuals clear about ways in which personal data about them is being used?

Evidence:

5.4. Is it necessary to collect and process all data items?

Data Categories [Information relating to the individual's]	Yes	N/A	Justifications [there must be justification for collecting the data items. Consider which items you could remove, without compromising the needs of the project]
Personal Data			
Name			
Address			
Postcode			
DOB			
Age			
Sex			
Marital Status			
Gender			
Living Habits			
Professional Training / Awards			
Income / Financial / Tax Situation			
Email Address			
Physical Description			
General Identifier e.g. NHS No			
Home Phone Number			
Online Identifier e.g. IP Address/Event Logs			
Website Cookies			
Mobile Phone / Device No			
Device Mobile Phone / Device IMEI No			
Location Data (Travel / GPS / GSM Data)			
Device MAC Address (Wireless Network Interface)			
Sensitive Personal Data			
Physical / Mental Health or Condition			
Sexual Life / Orientation			

Data Categories [Information relating to the individual's]	Yes	N/A	Justifications [there must be justification for collecting the data items. Consider which items you could remove, without compromising the needs of the project]
Family / Lifestyle / Social Circumstance			
Offences Committed / Alleged to have Committed			
Criminal Proceedings / Outcomes / Sentence			
Education / Professional Training			
Employment / Career History			
Financial Affairs			
Religion or Other Beliefs			
Trade Union membership			
Racial / Ethnic Origin			
Biometric Data (Fingerprints / Facial Recognition)			
Genetic Data			
Spare			
Spare			
Spare			

5.5. Will personal data be shared and/or merged with other datasets?

Evidence:

5.6. How long will personal data be retained?

Evidence:

5.7. How will standards of data quality be achieved and maintained?

Evidence:

5.8. Are individuals made aware of their rights (under certain circumstances)?

NHS Opt Out – How has it been considered?

Evidence:

5.9. If individuals exercise their rights how are these rights upheld?

Evidence:

5.10. Have technical and organisational controls for “information security” been considered?

Evidence:

5.11. Will personal data be transferred outside the EEA?

Evidence:

6. Further Actions

Completed DPIA's must be revisited during the lifecycle of the project / programme to ensure:

- Outcomes and measures identified are still relevant
- Actions recommended to mitigate risks are implemented
- Mitigating actions are successful
- Upload the approved DPIA to the Unified Register

7. Signatories

The Data Protection Impact Assessment has been read and approved by the following:

Document Author Signature and Date

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Information Asset Owner (IAO) Signature and Date

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Data Protection Officer (DPO) Signature and Date